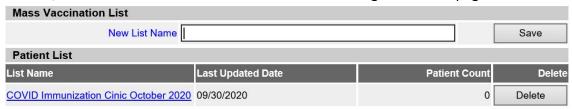


Immunization Registry Information System (IRIS) COVID-19 Mass Vaccination Instructions October 5, 2020

IRIS allows users to enter immunizations for a large number of patients using the Mass Vaccination Entry functionality. These instructions provide examples of creating Mass Vaccination lists to enter COVID-19 doses administered. Contact the IRIS Help Desk at 800-374-3958 with questions regarding Mass Vaccination functionality.

To enter immunizations for a list of patients, use the following steps:

- 1. Select the 'Mass Vaccination Entry' link under the Mass Vaccination section in the menu panel.
- 2. On the Mass Vaccination List page, enter the name of a new list and select 'Save'. Once created, select the blue link under the List Name field to go to the list page.



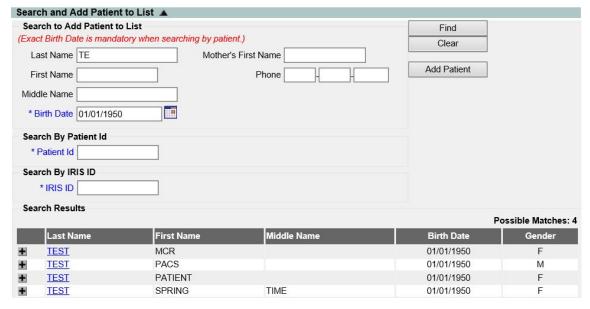
- 3. The page will default to add immunizations from IRIS Inventory.
- 4. Enter a date in the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by selecting the calendar icon.
- 5. Select the person immunizing patients from the 'Administered By' dropdown menu, or leave this field blank if the organization does not use this list.



- 6. Select an immunization from the 'Immunization' dropdown menu.
- 7. Select the appropriate vaccine from the Trade Name Lot # Exp Date dropdown menu.
- 8. Select the Not VFC eligible option from the Vaccine Eligibility dropdown menu. A popup window will display indicating a Public Dose was selected for a non-VFC eligible patient. Select the 'OK' button.
- 9. Select a Body Site from the dropdown menu.
- 10. Select a Route from the dropdown menu.



11. Once all immunization information has been entered, search for patients to add to the Patient List. Enter the search criteria (a few letters of last or first name and the birth date) for the patient and select 'Find'. If only one patient is found, the patient will be added to the Patient List. If multiple patients are found, select the blue name hyperlink to view demographic information for patients. Select the '+' button to add the patient to the list.



12. When patients are added to the list, the patient's name, birth date, and organization status will display. If the patient has a previous status with the organization, the status will display and cannot be changed. If the patient does not have an existing relationship with the organization, the status will default to 'Inactive - One Time Only' but can be changed to Active if desired.



13. Once all patients are added to the Patient List, immunizations can be recorded. Select the check mark box next to any patient being immunized, then select the 'Immunize Selected' button.



14. After selecting 'Immunize Selected', the Immunization Status will display 'Immunized' for all patients whose records were selected.

